



# Palos Baseball Organization

7701 W. College Drive Palos Heights, IL

# SAFETY PLAN & MANUAL

February 2024



# Palos Baseball Organization

7701 W. College Drive Palos Heights, IL

## Table of Contents

1. Cover Page
2. Table of Contents
3. Introduction
4. Emergency Action Plan
5. Accident Reporting and Tracking Policy
6. Safety Training Events for 2024
7. Concussion Action Plan
8. Heat Illness
9. Heat Illness Categories
10. Heat Illness Treatments
11. Concessions
12. Weather
13. Emergency/Non-Emergency Contact Numbers
14. Safety Incident Report



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## INTRODUCTION

Safety is Everyone's Responsibility!

Our players deserve to play the game of baseball without the fear of injury caused by unsafe playing fields or unsafe actions of the managers, coaches, volunteers or spectators.

Each manager, coach or trustee will need to pass a background check. These background checks will be maintained as confidential files by the disciplinary committee.

It is the primary responsibility of the managers to ensure a safe playing area for practices and games.

If a manager cannot resolve a safety issue, he/she should immediately notify one of the trustees on duty.

Parents should also help remove safety hazards from all playing fields. This could be the field itself, the reckless manner of players warming up, or the behavior of a spectator. Please report any safety problems to your manager or to the Safety Officer for resolution.

Remember that youth baseball is for children of all types of ability and development. As adults, all managers, coaches, and parents have the obligation to protect children from danger and injury. All adults must make safety the first and foremost priority. Having fun is second to safety; however, safe conditions promote fun. We must all be on the lookout for dangerous conditions and repair them immediately, if possible. If not, notify the Safety Officer.

Palos Baseball Organization (PBO) will ensure that emergency numbers and league officials' numbers will be posted in the trustees room and on the PBO website.



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## EMERGENCY ACTION PLAN - EMERGENCY PROCEDURES:

There will be at least three (3) trustees on duty at all times. In the event of any serious crime, threat of any type, injury or illness, one trustee must DIAL 9-1-1 immediately. This will connect you to a dispatcher who will provide the appropriate response to any emergency. Listen carefully to the dispatcher. They will ask you the appropriate questions and get you the help you need. No matter what, DO NOT HANG UP until the dispatcher hangs up or tells you to.

If the emergency is an **injury or illness**, follow this procedure:

First, protect the victim from further injury! DO NOT MOVE THE VICTIM UNLESS THERE IS AN IMMEDIATE THREAT! One trustee must DIAL 9-1-1 immediately. Give the dispatcher the necessary information. Answer any and all questions that he or she might ask. Most dispatchers will ask your exact location, the telephone number from which the call is being made and your name. They will also need to know what happened, how many victims there are and their condition. They will also ask what help is being given (first aid, CPR, AED, etc.) The dispatcher may be able to tell you how to best care for the victim.

Another trustee or qualified person at the scene should provide First Aid immediately while emergency services are being contacted. The third trustee will need to access the AED device located in the hallway between the concession stand and trustees office.

CPR must commence immediately while the AED is being accessed. The trustee should commence with 30 compressions (of 2-2 1/2" deep for an adult/ up to 2" for a child) followed by two breaths. This is considered one cycle and the trustee should complete 5 cycles. Cycles should continue until either the victim is breathing or emergency personnel have arrived. The AED should be activated as soon as its retrieved. Follow the instructions on the device. If the victim is a minor, find the parent or legal guardian.

Always notify the League President and Safety Officer of any incident, no matter how minor, so that it can be properly documented by the league.

PBO President: Tony Mercer

PBO Safety Officer: David Courtright



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## Accident Reporting and Tracking Policy:

- All accidents and near-miss-accidents must be reported to the Safety Officer (SO).
- All accidents involving an injury that require first aid or professional medical attention must be reported to the SO within 24 hours of the incident.
- All other accidents and near-miss-accidents must be reported to the SO within 72 hours. Near-miss-accidents are incidents where a player, spectator, umpire, coach, manager or league official narrowly missed being injured. These “close call” incidents may indicate a safety problem that needs to be addressed before an actual injury occurs.
- SO will investigate and take appropriate action.
- SO will report to the board of trustees and fill out appropriate form(s) i.e. ASAP Incident Tracking Form (attached)
- SO will also assist parents in filing claim forms when requested to do so. Copies of all claim forms will be maintained for two years.
- All accidents and near-miss-accident reports will be maintained by PBO for at least two years.



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## Safety Training Events for 2024:

PBO will provide a Safety Training Program. In addition to the following, make-up sessions will be scheduled in our area as required.

Annual Basic First Aid/CPR/AED Training is provided for our trustees. All trustees will be required to attend if their certification is not up to date.

DATE: \_\_\_\_\_ (info to come)

TIME: \_\_\_\_\_

SITE: Palos Heights Fire Department

12300 S Harlem Ave.

Palos Heights II 60463

708-448-4272

Annual Fundamentals/Skills Training is mandatory for all managers and coaches.



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## HEADS-UP CONCUSSION ACTION PLAN:

IF YOU SUSPECT THAT AN ATHLETE HAS A CONCUSSION, YOU SHOULD TAKE THE FOLLOWING STEPS:

1. Remove the athlete from play.
2. Ensure that the athlete is evaluated by a health care professional experienced in evaluating for concussion. Do not try to judge the seriousness of the injury yourself.
3. Inform the athlete's parents or guardians about the possible concussion and give them the fact sheet on concussion.
4. Keep the athlete out of play the day of the injury. An athlete should only return to play with permission from a health care professional, who is experienced in evaluating for concussion.

## CONCUSSION SIGNS AND SYMPTOMS

Athletes who experience one or more of the signs and symptoms listed below after a bump, blow, or jolt to the head or body may have a concussion.

### SYMPTOMS REPORTED BY ATHLETE

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just not "feeling right" or is "feeling down"

### SIGNS OBSERVED BY COACHING STAFF

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events prior to hit or fall



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## Heat Illness

Children are more susceptible to heat illness than adults are, so managers and coaches need to be especially alert in the younger age groups. Heat exhaustion may lead to heat stroke, so it is important to treat heat exhaustion as quickly as possible. Heat stroke can be fatal. The outcome for the player is related to how quickly the body temperature can be brought down to a safe level.

The following measures should be taken to reduce the risk of heat illness during competition or practice:

1. Before the activity begins, drink 8 ounces of fluids.
2. During the activity, drink at least 4 ounces of fluids every 20 minutes.
3. After the activity, drink 16 ounces for every pound of weight lost.

## SIGNS OF DEHYDRATION

- Fatigue • Muscle spasms
- Loss of appetite • Clumsiness
- Flushed skin • Sunken eyes/dim vision
- Light-headedness • Delirium
- Dark urine with strong odor

## Prevention

As temperature and humidity go up, managers and coaches must encourage their players to drink adequate amounts of fluids. Plain water is best, but one of the salt-containing sports drinks is acceptable. Recommend to players that they get plenty of salt in their diet. Managers and coaches must pay attention to weather conditions. The danger zone is present whenever the temperature is above 90F or the humidity is above 95%. Give the players plenty of rest time in a cool area. Under these extreme conditions, no player should be allowed to catch more than three innings.

Report any cases of heat illness to the League President or the Safety Officer.

Most severe heat illness can be divided into three categories depending on its severity: heat cramps, heat exhaustion and heat stroke. A summarization of these conditions appears below.





# Palos Baseball Organization

7701 W. College Drive Palos Heights, IL

## Heat Illness Categories

### Heat Cramps-

Muscle tightening and spasm with intense pain, usually in lower leg, but may be abdominal or rib cage. Muscle spasms, either seen or felt, that usually does not respond to kneading or massage.

### Heat Exhaustion-

Severe fatigue, weakness, light headedness; may also include flu-like symptoms: headache, muscle aches, nausea, vomiting, diarrhea

- Elevated temperature (98.6 to 103 F)
- Elevated pulse rate
- Loss of consciousness is rare

### Heat Stroke-

Confusion, disorientation, some agitation in milder cases; there may be delirious behavior or coma, if severe.

- Temperature of at least 105F
- Hot, flushed, dry

Look and listen for any of the complaints noted on the list above. Determine if there is a history of recent illness, especially if the player is taking medication. Feel for:

- Cool and damp skin, which might indicate heat exhaustion
- Warm and dry skin, which might indicate heat stroke
- Pulse



# Palos Baseball Organization

7701 W. College Drive Palos Heights, IL

## Heat Illness Treatment

Move the player immediately out of the sun and into a shady area. If for some reason this is not possible, adults should stand close to the player to provide shade with their bodies.

For heat cramps

- Rest, cooling
- Gentle stretching
- Diluted salt solution (1 teaspoon salt to one quart water) by mouth

For heat exhaustion

- Have the player lie down in a cool, shaded area, elevate feet and massage legs toward heart
- Diluted salt solution (1 teaspoon salt to one quart water) by mouth if the player is awake
- Call 9-1-1 for emergency medical assistance
- Notify parents
- Be alert for progression to heat stroke

For heat stroke **\*HEAT STROKE IS A LIFE-THREATENING EMERGENCY\***

- Call 9-1-1 for emergency medical assistance
- Cool the body; remove clothing, pack in ice; wet and fan the victim
- Do not give beverages such as coffee, tea or soda
- Notify parents and league president or safety officer
- Do not try to force a player to drink fluids unless you are sure he/she is conscious.
- Allow the player to drink only if his eyes are open and he/she can hold the cup.

\*Report any cases of heat illness to the League President or the Safety Officer



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## Concessions Safety

The concessions are located in the Concession Stand and are inspected by our Safety Officer on a regular basis.

Written safety procedures shall be posted at the Concession Stand

Our league concession manager must be trained in safe food handling/prep procedures by a league volunteer that is an experienced food services employee.

Our Training will include:

- Proper perishable food storage and handling guidelines
- Proper food preparation guidelines
- Procedures for inspection of all food storage equipment
- Safety rules for operation of deep fryers, grills or other potentially dangerous equipment
- First Aid training for all concession volunteers
- Concessions check lists for opening and closing concessions

Concessions Policies and Guidelines:

- All concession volunteers must have been instructed by the Safety Officer or Concessions Manager in basic safety guidelines for concessions.
- Grills/Hotplates/Fryers may not be attended by anyone under the age of 18.
- All other concessions volunteers must be at least 16 years of age.
- Concessions volunteers will inspect the concession area for any violations of the posted safety requirements and report any irregularities to the League Safety Officer.
- Concession manager or concession volunteer designated by the safety officer or concession.



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## WEATHER

The weather can change quickly and can create unsafe playing conditions.

### Rain

If it begins to rain:

1. Evaluate the strength of the rain. Is it a light drizzle or is it pouring?
2. Determine the direction the storm is moving.
3. Evaluate the playing field as it becomes more saturated.
4. Stop practice if the playing conditions become unsafe -- use common sense. If playing a game, consult with the other manager and the umpire to formulate a decision.

### Lightning

- The average lightning strike is 5-6 miles long with up to 30 million volts at 100,000 amps flow in less than a tenth of a second.
- The average thunderstorm is 6-10 miles wide and moves at a rate of 25 miles per hour.
- Once the leading edge of a thunderstorm approaches to within 10 miles, you are at immediate risk due to the possibility of lightning strikes coming from the storm's overhanging anvil cloud. This fact is the reason that many lightning deaths and injuries occur with clear skies overhead.
- On average, the thunder from a lightning strike can only be heard over a distance of 3-4 miles, depending on terrain, humidity and background noise around you.
- By the time you can hear the thunder, the storm has already approached to within 3-4 miles!

Once lightning is spotted, all players must be removed from the field and play suspended. Play may not resume until 15 minutes after the last lightning strike. The trustees on duty will make the call as to when to resume play.



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## EMERGENCY/NON-EMERGENCY CONTACT NUMBERS

Palos Heights **Police** Department

7607 W College Dr.,  
Palos Heights, IL 60463  
(708) 448-5060

Palos Heights **Fire** Department

12300 S Harlem Ave,  
Palos Heights, IL 60463  
(708) 448-4272

**Poison** Control 800-222-1222

### **UTILITIES**

Nicor Gas 888-642-6748  
ComEd 800-334-7661  
Palos Heights Public Works 708-361-1806

### **AREA HOSPITAL**

Northwestern Medicine Palos Hospital  
12251 S 80th Ave,  
Palos Heights, IL 60463  
(708) 923-4000

### **OUR FIELDS LOCATION:**

**7701 W College Dr.,  
Palos Heights, IL 60463**



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**For Local League Use Only**

**Activities/Reporting** **A Safety Awareness Program's Incident/Injury Tracking Report**

League Name: \_\_\_\_\_ League ID: \_\_\_\_\_ Incident Date: \_\_\_\_\_  
 Field Name/Location: \_\_\_\_\_ Incident Time: \_\_\_\_\_

Injured Person's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Address: \_\_\_\_\_ Age: \_\_\_\_\_ Sex:  Male  Female  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Home Phone: ( ) \_\_\_\_\_  
 Parent's Name (if Player): \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_  
 Parents' Address (if Different): \_\_\_\_\_ City: \_\_\_\_\_

**Incident occurred while participating in:**

A.)  Baseball  Softball  Challenger  TAO  
 B.)  Challenger  T-Soft  Minor  Major  Intermediate (50/70)  
 Juva  Senior  Big League  
 C.)  Tryout  Practice  Game  Tournament  Special Event  
 Travel to  Travel from  Other (Describe): \_\_\_\_\_

**Position/Role of person(s) involved in incident:**

D.)  Batter  Baseman  Pitcher  Catcher  First Base  Second  
 Third  Short Stop  Left Field  Center Field  Right Field  Outpost  
 Umpire  Coach/Manager  Spectator  Volunteer  Other: \_\_\_\_\_

**Type of injury:** \_\_\_\_\_

**Was first aid required?**  Yes  No If yes, what: \_\_\_\_\_

**Was professional medical treatment required?**  Yes  No If yes, what: \_\_\_\_\_  
 (If yes, the player must present a non-restrictive medical release prior to to being allowed in a game or practice.)

**Type of incident and location:**

A.) **On Primary Playing Field** **B.) Adjacent to Playing Field** **D.) Off Ball Field**  
 Base Path  Running or  Sliding  Seating Area  Trawl  
 Hit by Ball  Picked up  Thrown or  Batted  Parking Area  Car or  Bike or  
 Collision with  Player or  Structure **C.) Concession Area**  Walking  
 Ground's Debris  Volunteer Worker  League Activity  
 Other: \_\_\_\_\_  Customer/Bystander  Other: \_\_\_\_\_

**Please give a short description of incident:** \_\_\_\_\_

**Could this accident have been avoided? How?** \_\_\_\_\_

This form is for local league use only (should not be sent to Little League International). This document should be used to evaluate potential safety hazards, unsafe practices, and/or to contribute positive ideas in order to improve league safety. When an accident occurs, obtain as much information as possible. For all Accident claims or injuries that could become claims to any eligible participant under the Accident Insurance policy, please complete the Accident Notification Claim form available at [http://www.littleleague.org/Assets/Form\\_Public/acc/notificationsclaimform.pdf](http://www.littleleague.org/Assets/Form_Public/acc/notificationsclaimform.pdf) and send to Little League International. For all other claims to non-eligible participants under the Accident policy or claims that may result in litigation, please fill out the General Liability Claim form available here: [http://www.littleleague.org/Assets/Form\\_Public/acc/notificationsclaimform.pdf](http://www.littleleague.org/Assets/Form_Public/acc/notificationsclaimform.pdf).

Prepared By/Position: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_